

INTER OFFICE NOTE

From: COSAA

To: All Depts

No.COSAA/ION/2019-20/208

20 June 2020

Sessional Marks Reports Generation

- It is presumed that all the marks have been uploaded on PeopleSoft by now (except Pre End Sem Exams).
- Marks of Pre End Sem Exams must be uploaded on the next day of exam.
- Sessional marks and marks analysis reports will be generated from COSAA Office subject wise from the **next** day of respective Pre End Sem Exams.
- Subject teachers are required to ensure following points :
 1. In order to calculate sessional marks, following quorum for theory and practical subjects must be ensured:
 - a. For theory subjects
 - i Marks of 3 quizzes for B.Tech & MCA and 2 quizzes for MBA (each quiz out of 30)
 - ii Marks of 4 surprise tests for B.Tech, MCA and MBA (each surprise test out of 5)
 - iii Marks of 1 Pre End Semester Exam (out of 100)
 - iv Marks of 5 tutorial sheets for B.Tech & MCA (each tutorial out of 50) and MBA (each tutorial out of 20).

Note: In the case of 4 unit subjects, marks of 5th tutorial must be uploaded on “Best of 4” basis.
 - b. For Practical subjects
 - i Marks of 10 Lab assignments (each out of 10)

Note: If the conducted lab assignments are less than 10, marks of remaining lab assignments must be uploaded on “Best of conducted lab assignments” basis.
 - ii Marks of 1 Lab Mid Semester Exam (out of 20)
 2. Verify all reports provided in your login (by clicking the export button on grade book) with your manual records and get it corrected from COSAA Office in case of any discrepancy by 23 June, 2020.
 3. After that collect consolidated sessional marks and marks analysis reports (without and with grace) from COSAA Office on the next day of Pre End Sem Exam (subject wise).
 4. These printed sheets must be cross checked with the original records for any missing data or wrong entry. If any discrepancy still persists, get it corrected from COSAA Office by the permission of undersigned.
 5. Subject teacher must verify the calculation of marks as per the weightage given in the Academic Instructions.
 6. After that, the final sessional marks (with grace) can be discussed with the associate director / undersigned and then cross section can be obtained from COSAA Office.

Note: All the faculties are required to get the data corrected (if any) from COSAA Office before generation of these reports. After this, corrections will only be made by the permission of undersigned. HODs are required to get these activities done within the said time period.



(Prof. R. K. Jaiswal)
Director General